



GUIDE



Defense Travel System (DTS) Guide 1: Getting Started

June 10, 2022

V3.9



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Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
2.1	01/24/18	Defense Travel Management Office (DTMO)	Jan 2018 limited DTS release (look-ahead): Screenshot updates	Sections 2-6
2.2	02/16/18	DMTO	Feb 2018 full DTS release: Removed look-ahead notice	Cover
2.3	02/23/18	DTMO	Updated login procedures	Sections 2-4
3.0	08/17/18	DTMO	Updated URLs Updated for new DTS Dashboard	Throughout Sections 4-7
3.1	01/04/19	DTMO	Updated text. Updated URL.	Section 2
3.2	04/05/19	DTMO	General text updates 1. Updated Create document list screenshots	Throughout Page 18
3.3	06/17/19	DTMO	Updated self-registration user activation screen Added Self-registration button screen Added Welcome Self Registration Tool screen Added Logout screens	Pages 8 – 12 Page 22
3.4	05/12/20	DTMO	Updated Homepage screen shot Updated Document List screen shot Added What's New Feature	Page 6 Page 13 Page 21 -22
3.5	10/15/20	DTMO	Updated Formatting Updated Quick Links screen shots	Title Page Page 19
3.6	12/04/20	DTMO	Updated DTS Dashboard screen shots	Throughout
3.7	12/30/20	DTMO	Updated screen shots	Pages 14 -16 Page 19 Page 24
3.8	02/22/22	DTMO	Rebranding effort	Throughout
3.9	06/10/22	DTMO	Logging in process updated CT Link updates	Chapter 3 Chapter 8

Chapter 1: Introduction

The Defense Travel System (DTS) is a fully integrated, electronic, end-to-end travel management system automating temporary duty (TDY) travel for the Department of Defense (DoD). It allows travelers to create authorizations, book reservations, receive approval, generate vouchers for reimbursement, and direct payments to their bank accounts and the Government Travel Charge Card (GTCC) vendor, via a single web portal. DTS is available 24 hours a day, 7 days a week.

The information paper titled, *Defense Travel System Overview**, provides more information on:

- DTS features and benefits
- Trip planning process
- DTS roles
- Training resources
- Help support

* This paper is available at: https://media.defense.gov/2022/May/11/2002995237/-1/-1/0/DTS_BACKGROUND_INFORMATION_PAPER.PDF

This guide provides “getting started” instructions for using DTS. This guide includes:

- The DTS Home Page
- Login Instructions
- Creating and Activating a DTS Profile
- The DTS Dashboard
- Navigating in DTS Documents
- Using Multiple Profiles
- Logoff Instructions
- Helpful References

Chapter 2: The DTS Home Page

The DTS Home page (Figure 1-1) is located at <https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/>. From top to bottom, it contains:

1. **DTS Status icon** (Indicator 1) let you know when the systems are working. When a yellow or red icon appears, select it to see specific system statuses.
2. **Travel alerts** (Indicator 2), when posted, appear below the status icons to provide immediate information about current critical travel situations.
3. A **Log In** button (Indicator 3) allows you to launch DTS – the process may include creating and activating your own DTS account, if necessary.
4. A **step-by-step travel process summary** (Indicator 4) is especially useful if you're new to DoD official travel.
5. **DoD Travel News** and **DTS Notices** (Indicator 5) open travel information that – while important – is less urgent than the travel alerts, as well as important information about DTS.
6. **Travel Resources** (Indicator 6) give you fast access to A) DTS Training on TraX, B) Live Chat with a TAC (DoD travel Help Desk) analyst, C) TSA's Pre✓ Program, and D) Travel Policy (Joint Travel Regulations and other policies).
7. **Assistance and Services Links** (Indicator 7) leads to additional support and travel-related services.

The screenshot shows the Defense Travel System (DTS) Home Page. The header includes the DTS logo, the text "Defense Travel System", and the "System Status: DTS" indicator. A "Log In" link is in the top right corner. The main content area features a large blue banner with the text "Defense Travel System" and "Your Travel Management Hub for DoD Trips". Below this is a "Log In" button and a link to "Need Help Accessing DTS?". The "How It Works" section is divided into five steps: "Book Your Travel", "Receive Approvals", "Keep Records Up to Date", "Input Final Expenses", and "Get Reimbursed". The "DoD Travel News" section lists several news items, and the "DTS Notices" section lists a notice about the "DTS/EWTS Maintenance Schedule". The "Travel Resources" section includes links to "DTS Training on TraX", "Live Chat", "TSA PreCheck", and "Travel Policy". The footer contains a "Need More Assistance?" section with links to "Accessing DTS: First-time Users", "Travel Assistance: Local Level Support Lookup", and "Contacts: DTS Service/Agency Offices". The "Services for You" section includes links to "Allowances Information", "Other Programs & Services for You", "Customer Support Home", and "DoD Travel Training Resource Center".

1. System Status: DTS

2. Log In

3. Log In

4. How It Works

5. DoD Travel News

6. Travel Resources

7. Need More Assistance?

Figure 1-1: DTS Home Page

Chapter 3: Logging into DTS

Before accessing DTS you need to ensure your web browser is fully compatible with the system. Chrome, Edge, and Firefox browsers work with DTS. **Note:** Don't use Internet Explorer (IE) to access DTS. You may need to contact your local IT POC to verify your allowable browsers and enable pop-ups, install Javascript and DBsign on your pc. See the bottom of the **DTS Homepage, Need More Assistance?** for more information on requirements.

The next step to check is that you have an active DTS profile to log into DTS. Although you can create your own profile as part of the login process, your organization may prefer to have a Defense Travel Administrator (DTA) create a profile for you. Contact a DTA at your site for guidance on this process. DTA contact information is available online at: <https://travel.dod.mil/Support/Local-Level-Travel-Assistance/>.

The DTS login process is as follows:

1. With your CAC into the CAC reader, select **Log In** in the large blue box near the top of the DTS Home Page (Figure 1-1).
2. Read and **Accept** the DoD Privacy and Ethics Policy statement.
3. Enter your **PIN**, then select **OK**. DTS compares the CAC certificate listing of the last name and SSN against the DTS database to try to find a match.

The following results are possible:

- DTS finds an active account registered under your last name and SSN.
 - The first time you log in, DTS assigns your account a **User ID**, which allows the system to log you on without checking the last name and SSN again. This status lasts until you reset your profile (see Section 5), which deactivates your account. **Note:** For an example of why you might reset your profile, see Section 7.
 - The **DTS Dashboard** opens; go to section 4.
- DTS cannot find an account registered under your name and SSN (see example below) or finds your account, but it is inactive (e.g., if you reset your profile as mentioned above).
 - The **Activate Account** screen opens; go to Section 3.1.
- An error prevents DTS from creating an account for you.
 - DTS displays an error message.

Example: You have a hyphenated last name (*Smith-Jones*) and that is how you or the DTA entered it in DTS when creating your account. Unfortunately, your CAC certificate reflects your last name differently, say with a space between the names or without the hyphen (i.e., *Smith Jones* or *SmithJones*). To a computer, *Smith-Jones* is not the same as *Smith Jones* or *SmithJones*, so DTS generates an error. You can try to resolve the problem using the actions listed below

- Make sure you seat your CAC securely in the CAC reader and remains in place the entire time you are using DTS.
- If you receive an error message, regardless of the type of error message, select OK or Retry Login and begin again.
- If the problem persists, contact your DTA, local help desk, or travel office for assistance. Make sure you note the content of the error message DTS displayed, to help them troubleshoot the problem.



Note: If you ever enter your CAC PIN incorrectly three times, DTS locks you out. If this happens, you must contact your Local Registration Authority (LRA) or CAC Office to unlock your CAC.

3.1 Self-Registering and Activating a DTS Profile

When you try to log onto DTS, but DTS cannot find an account registered under your SSN or finds an inactive account, DTS displays the **Activate Account** screen (Figure 1-2).

Figure 1-2: Activate Account Screen

On the **Activate Account** screen:

1. Enter your **Social Security Number** (SSN) in both text fields.
2. (Optional) If you are in the Reserves or National Guard and want to use your Reserve Component profile, check the **Member of the Reserves/National Guard** box.
3. Select Activate Account.
 - If you have an inactive DTS account, DTS activates it, opens the **DTS Dashboard**, and displays the tool bar. Your account is now active, skip to Section 4, **DTS Dashboard** further below.
 - If you don't have a DTS account, the DTS provides a self-registration option (Figure 1-3, Indicator 1) instead. See Step 4, directly below, to the complete self-registration process.

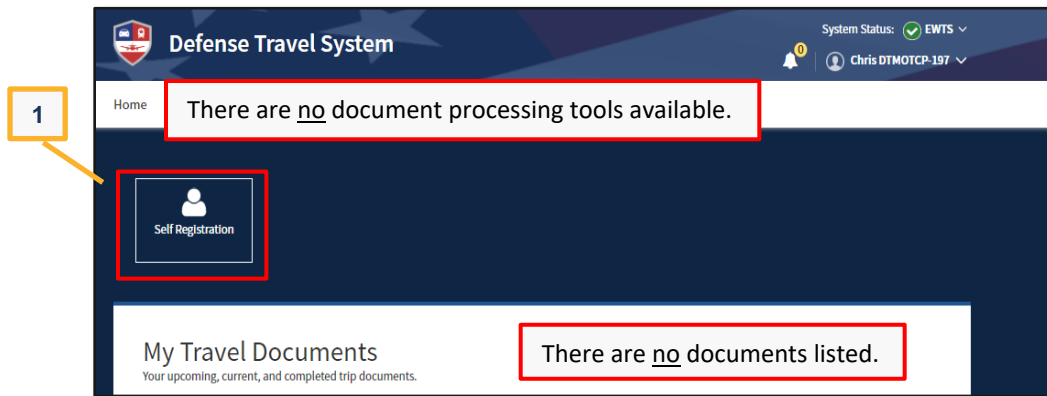


Figure 1-3: Self Registration Option

4. Select **Self Registration** (Figure 1-3, Indicator 1). The **Welcome to the Self Registration Tool** screen opens (Figure 1-4). There are four selectable tabs across the top of the page: **Home**, **Basic Information**, **Additional Information**, and **Submit Self-Registration** to support a profile request.
- **Home** presents an overview of the tool and staging profile removal option (Figure 1-4, Indicator 1).
 - **Basic Information** provides the required data fields, which are necessary to support document processing, reservations, and ticketing (Figure 1-4, Indicator 2).
 - **Additional Information** permits residence data entry, travel preferences, frequent flyer, and rewards information. (Figure 1-4, Indicator 3).
 - **Submit Self Registration** allows submission of the profile for DTA review and acceptance or rejection (Figure 1-4, Indicator 4).

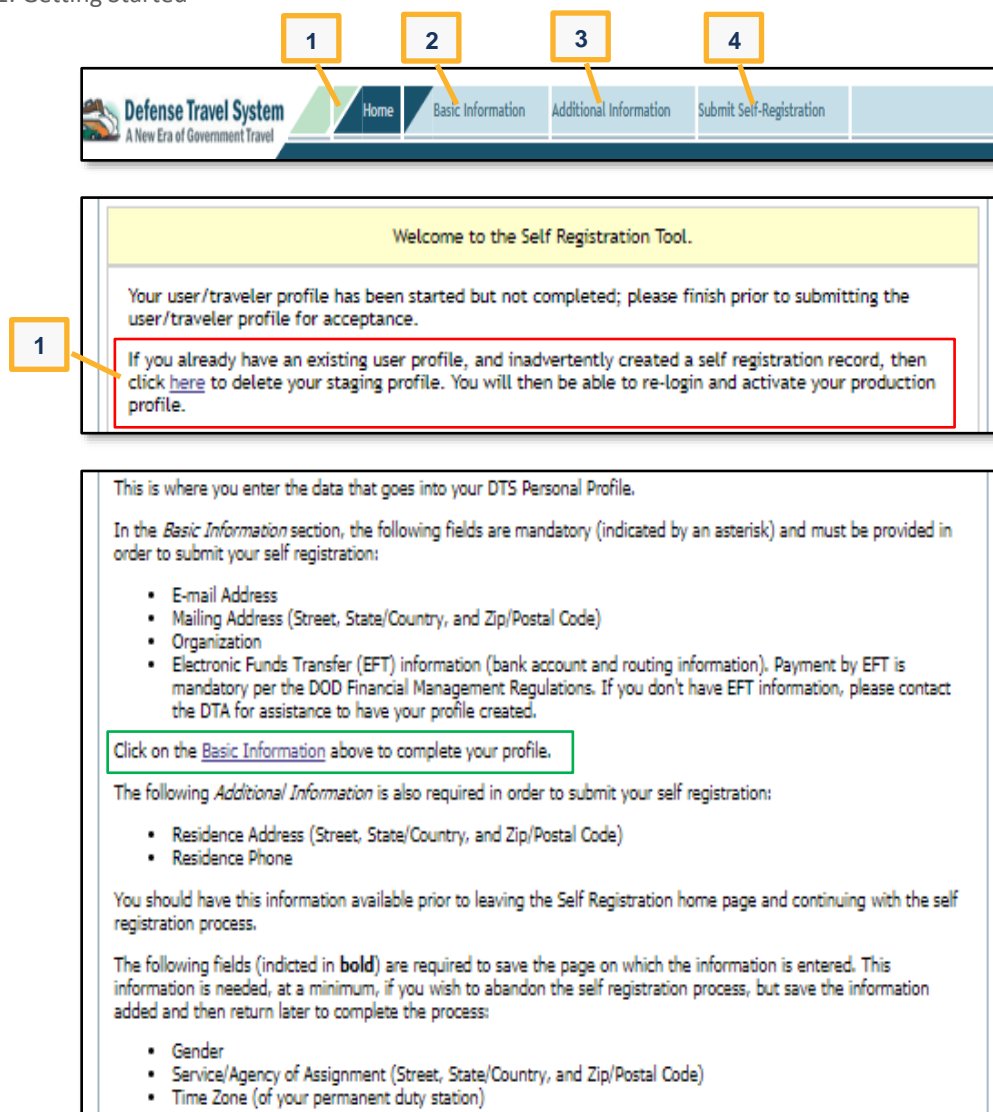


Figure 1-4: Welcome Self Registration Tool Screen

5. Select **Basic Information** on the **Navigation Bar** (Figure 1-4, Indicator 2). The **Basic Information** screen opens (Figure 1-5).
6. Enter your personal data. Fields with an asterisk or red triangle indicate mandatory information. The **First Name**, **Last Name**, and **SSN** (pulled from the CAC) automatically appear on the profile screen (view only). Other key data includes the **Email Address**, **Mailing Address**, **Duty Station Address**, **DTS Organization**, **EFT (Checking or Savings)**, and **Government Travel Charge Card (GTCC)**. **Note:** If you are unsure about any of the required information, contact your DTA before submitting the Self-Registration profile.

Figure 1-5: Basic Information Screen

7. Complete all required fields and then select **SAVE AND PROCEED**.
8. On the **Additional Information** tab, enter all mandatory information. You may choose to enter optional data.
9. Select **Submit Self-Registration**. A pop-up screen opens (Figure 1-6).
10. Select **SUBMIT**. DTS emails the DTA, who will review and either accept or reject your self-registration request.

Figure 1-6: Submit Self-Registration Screen

DTS emails the result to you.

- If accepted, log on again using steps 1-3 above.
- If rejected, correct the information and re-submit it following the instructions above.



Note 1: The most common reason for profile rejection is entering the wrong DTS organization. If you enter the wrong organization, your self-registration request routes to the incorrect DTA, who does not know you, so the DTA will not accept the request. The DTA will reject the submission, providing comments explaining you selected the wrong organization, and advise you to contact your DTA or supervisor for assistance. Once you make the corrections, re-submit the profile.



Note 2: If you unintentionally create a self-registration profile, you can remove the entry. Select the [here](#) link on the **Welcome to the Self Registration Tool** screen to remove the partial profile (Figure 1-4, Indicator 1). An information window opens (Figure 1-7). Select **DELETE**. This removes the staging profile. Close all browser windows, then log back into DTS to active your profile.

You are about to delete your user profile record. After deletion, you will automatically be logged out of the Self Registration application. Click the 'Delete' button to continue.

Name › Chris DTMOTCP-197
SSN › XXXXX9123
Status › CREATED

Figure 1-7: Delete Partial Profile Screen

Chapter 4: The DTS Dashboard

4.1 Overview

From the DTS main page, the **DTS Dashboard** (Figure 1-8) displays. It contains five primary sections:

- **Login Information** (Indicator 1): See Section 4.2.
- **Administrative Functions** (Indicator 2): See Section 4.3.
- **Quick Links** (Indicator 3): See Section 4.4.
- **My Travel Documents** (Indicator 4): See Section 4.5.
- **Additional Information:** These items are exactly as described in Section 1. See Figure 1-1, Indicators 5-7 for specific details.

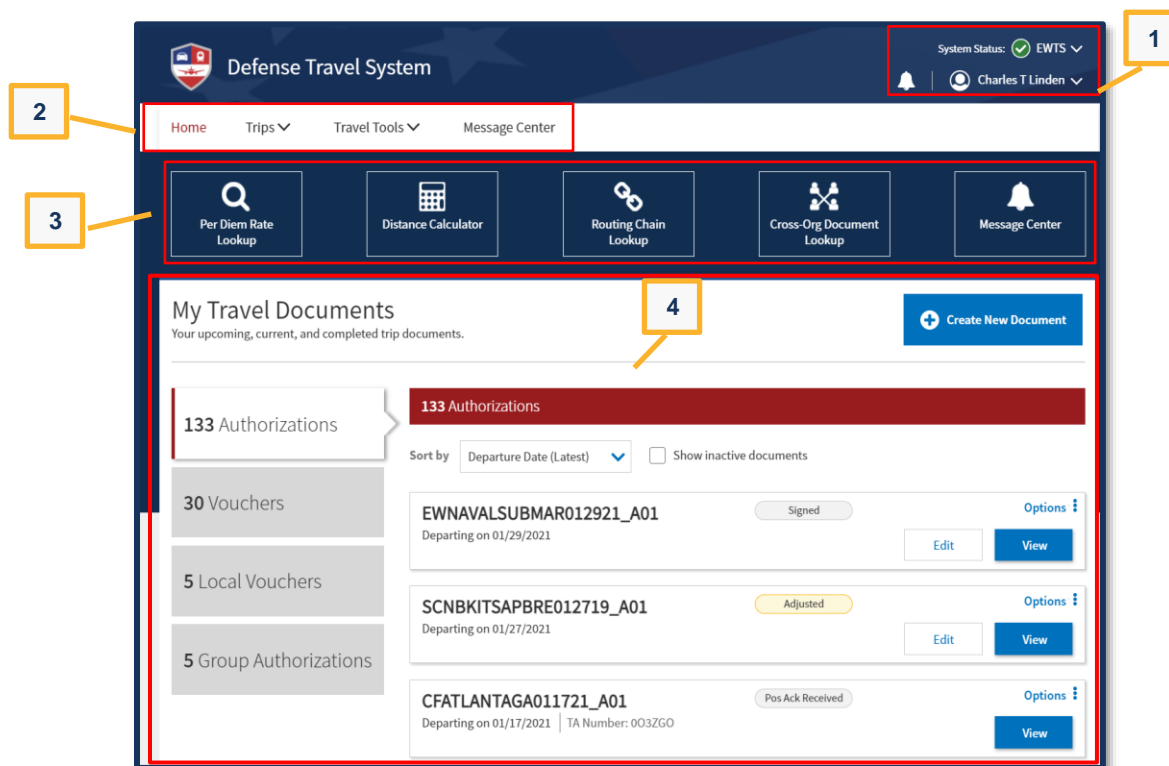


Figure 1-8a: DTS Dashboard (Top)

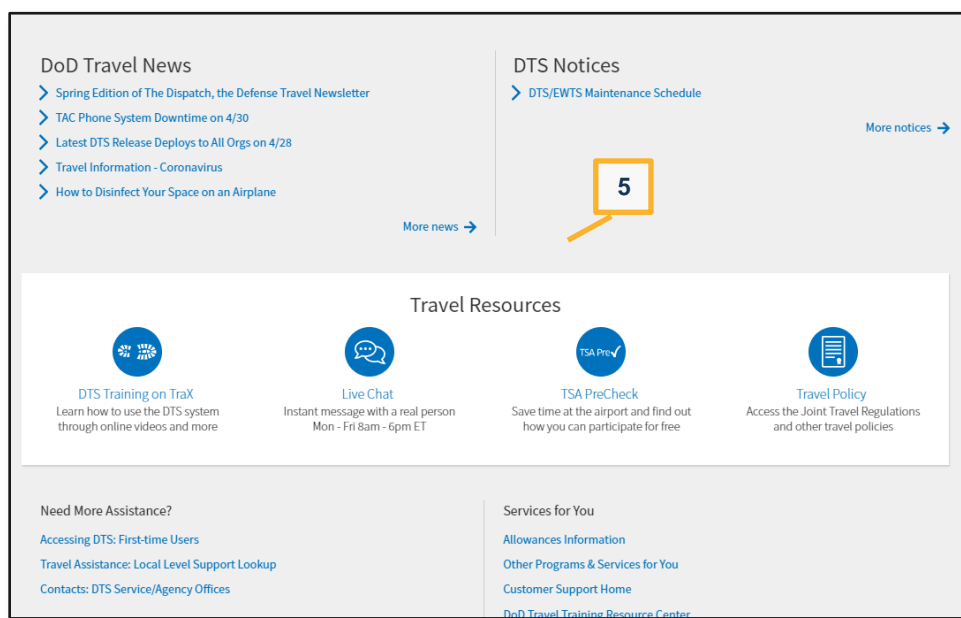


Figure 1-8b: DTS Dashboard (Bottom)

4.2 Login Information

In the top right corner of every screen, DTS displays information about your current session (Figure 1-9a). It shows:

- The current **DTS System Status**. A drop-down provides you the individual system components status.
- A **bell icon** lets you see organization alerts. The number tells you how many alerts are currently available.
- **Your name**. A drop-down lets you see your last sign on date/time, assigned organization, organization and group accesses (if any), and your permission levels (Figure 1-9a). From this menu, you can also update your DTS profile, reset your profile (Figure 1-9b - if dual profiles), and log out of DTS. For an example of when to use **Reset Profile**, see Section 5. For the **Log Out** process, see Section 7.

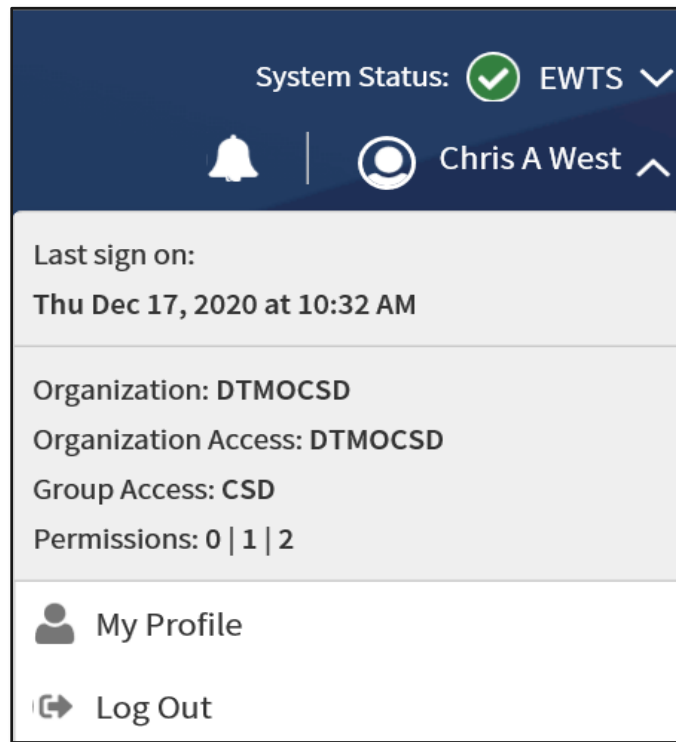


Figure 1-9a: DTS Dashboard – Login Information Expanded Screen

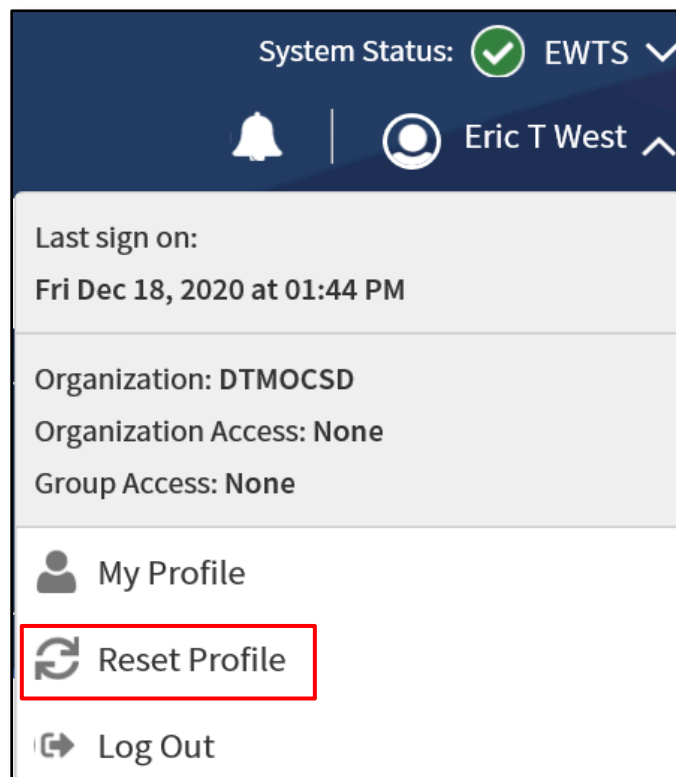


Figure 1-9b: DTS Dashboard – Login with Reset Profile Screen

- **My Profile** (Figure 1-10) lets you update your DTS personal profile. It is comprised of multiple screens allowing you to change most aspects of your DTS personal profile. At any given moment, one screen is open, while access to the other screens is through links in the left column. Use these screens to update your:
 - **User Profile.** Includes your name, addresses, contact information, emergency contact information, assignment information, and your form printing preferences (see Table 1-1).
 - **Accounting Information:** Includes key information about your GTCC and personal bank accounts.
 - **Travel Preferences:** Includes your TSA information and preferred travel choices (e.g., favorite airlines and hotels) and rewards program data.
 - **Additional Information:** Details about your work: your Service or Agency, unit, work address, and phone number. Some details (e.g., rank) you can't change.

Contact your DTA for help updating any information you cannot modify through these screens.

The screenshot displays the 'User Profile' application interface. On the left, a sidebar menu lists various profile sections: 'User Profile' (with an upward arrow), 'Personal Information' (highlighted in red), 'Addresses', 'Passport Information', 'Emergency Contact', 'Service or Agency Info', 'Duty Station', 'Form Printing Preferences', 'Accounting' (with an upward arrow), 'Accounting Information', and 'EFT and Credit Card Accounts'. The main content area is titled 'Personal Information' and features a back arrow and a close button (X). It contains the following fields and options:

- Name:**
 - First Name*: 'Erid' (text input)
 - Last Name*: 'West' (text input)
 - Middle Initial: 'T' (text input)
- Personal:**
 - Gender*: Radio buttons for 'Male' (selected) and 'Female' (unselected).
 - SSN: Masked input showing '###-##-9743'.
 - Contact: (Label visible, input field not fully shown)

Figure 1-10: My Profile Option – Personal Information Screen Open

The above option is available at any time. You can also change your profile when:

- You log onto DTS and a profile validation appears, as it does:
 - The first time you log onto DTS.
 - If you have not validated your profile in the past 60 days.
 - If your GTCC has expired or is within 30 days of expiration.
- You are working on a DTS travel document.



Important: Changes to your personal profile do not affect existing travel documents. To apply profile changes to existing travel documents, you must re-sign each document after you make the change.

Table 1-1

FORM PRINTING PREFERENCE OPTIONS	
Section	Options & Descriptions
AUTHORIZATIONS/ORDERS	
Print Full SSN*	No masks the first 5 digits of your SSN (XXX-XX-6789). Yes displays your full SSN (123-45-6789).
Authorizations	Default: Provides more details than the other options. Prints all available travel data without making it look like a DD Form 1610. Govt + Form: Prints a DD Form 1610 showing trip information from DTS onto blank printer paper. Use when you don't have a blank DD Form 1610. Govt: Prints trip information from DTS onto a blank DD Form 1610 (which you've loaded into the printer).
Cash Advance	Default, Govt + Form, and Govt as described above. None: Do not print a cash advance summary.
Group Auth:	Summary: Prints the group authorization and a cash advance summary showing the total amount of advanced all travelers received. Summary & Individual: As above, but it also includes the individual authorizations and cash advance totals for each traveler.
Itinerary Listing	Check the box to print your reservations & itinerary.
VOUCHERS	
Print Full SSN*	As described above.
Voucher	Options as in "Authorizations" above, except for <i>DD Form 1610</i> , substitute <i>DD Form 1351-2</i> .
Receipt Checklist	Check the box to print a list of receipts that must be attached to the voucher.
ATTACHMENTS	
Document History	Check the box to print every step in the document's electronic routing history.

FORM PRINTING PREFERENCE OPTIONS	
Section	Options & Descriptions
Accounting Detail	Check the box to print the document's expenses listed by accounting code and category.
Privacy Act	Check the box to print the Privacy Act Statement.
PRINT DOCUMENT NAME	
Block 2 of SF1164	Do not check this box. (Note: <i>OF1164</i> replaced <i>SF1164</i> in Dec 2016.)
Block 22 of DD1610	Check the box to print the document name in block 22 of <i>DD Form 1610</i> . Do not check to display the TA Number.
*When a DTA with PL-5 prints a DTS document for a traveler, DTS applies the DTA's Print Full SSN preference settings. If you do not have PL-5, you cannot print the traveler's full SSN. It is always masked.	

4.3 Administrative Functions Tool Bar

These items (Figure 1-11) appear near the top of the DTS screen. **Note:** The Administration drop down menu does not appear for a traveler only role. This option is available for Routing Officials and DTAs.

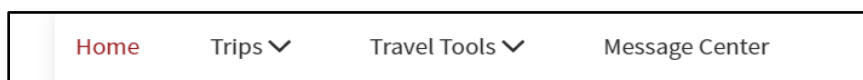


Figure 1-11: Administrative Functions

1. **Home:** Return to the **DTS Dashboard**.
2. The **Trips** drop-down menu includes:
 - **Trips Awaiting Action:** Used to access documents in the routing process. Generally used by Routing Officials (e.g., Authorizing Officials, Reviewers).
 - **Traveler Lookup:** Used to find travel documents belonging to other people. Generally used by Non-DTS Entry Agents and travel clerks.
 - **Cross Org Document Lookup:** Used to find travel documents using cross-organization funding. Generally used by those assigned to monitor use the cross-organization lines of accounting and payments.
3. The **Travel Tools** drop-down menu includes:
 - **Distance Calculator:** Connects to the Defense Table of Official Distances to look up official en route mileage.
 - **Government Meal Rate Table:** Connects to the DTMO website to look up the current Government meal rate.
 - **Mileage Rates Table:** Connects to the DMTO website to look up the current mileage rates.
 - **Per Diem Rate Lookup:** Connects to the DMO website to look up the latest per diem rates.
 - **Per Diem Rate Notes:** Connects to the DTMO website to see how per diem rates are calculated.

- **Routing Chain Lookup:** Use this to look up your organization's available routing lists and see the personnel assigned to each.
4. **Message Center** provides access to **DTS Travel News** and **DTS Notices**.
 5. The **Administration** drop-down menu (Figure 1-12) provides access to the administrative tools that are available to you. Depending on the access you have, this drop-down menu may not be available to you. Although others are possible, the most commonly available options are:
 - Administration contains links to the:
 - Budget Tool
 - DTA Maintenance Tool
 - Self-Registration Administration
 - Delegate Authority
 - Document Unlock Tool
 - **Reports** gives you access to the Report Scheduler and the BI and Reporting Tool (if setup in profile).
 - **Read-Only Access (ROA)** (not shown) gives you access to ROA Invoices and ROA Trip.
 - **Centrally Billed Accounts (CBA)** (not shown) allows access to the CBA Tool.
 - **Debt Management** gives you access to the Debt Management Tool.

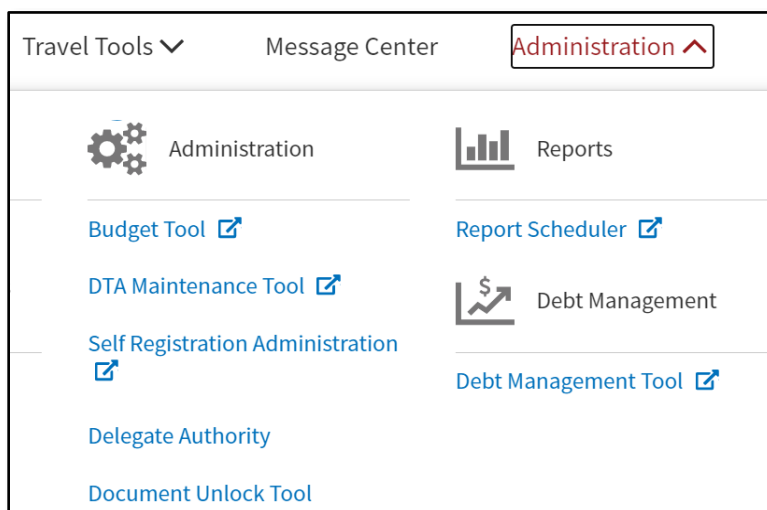


Figure 1-12: Administration Menu (Example)

4.4 Quick Links

These five shortcut tiles (Figure 1-13) lead to the same place as various other tools available elsewhere on the **DTS Dashboard** – they simply provide faster access to them. Your DTS permission levels and accesses currently determine which shortcuts appear on your screen, but a future expansion may allow you to select which ones display. These Quick Links are only visible on the **DTS Dashboard**.

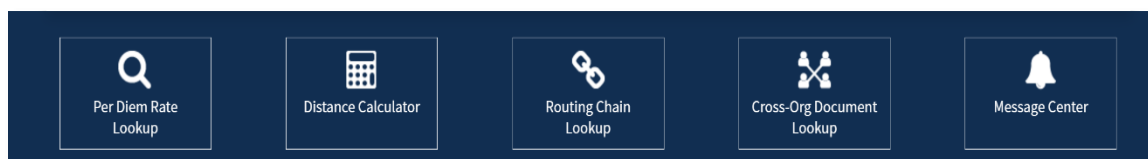


Figure 1-13a: Quick Links (Traveler Example)



Figure 1-13b: Quick Links (DTA Example)

4.5 My Travel Documents

This section contains three primary areas: document types (with totals), document list (with details), and document creation. **Note:** For full details on document processing steps for authorizations, vouchers, local vouchers, and group authorizations, refer to the DTS Guides.

1. *Document Types:* A **Selector Bar** (Figure 1-14) lets you select the type of travel document you want to display. Options include authorizations, vouchers, local vouchers, and group authorizations. It also tells you how many of each type are currently in DTS.

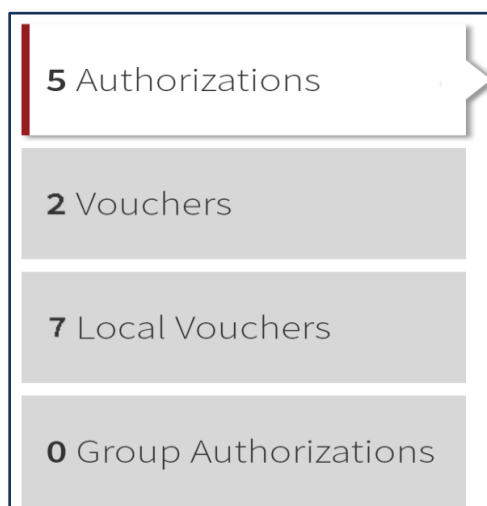


Figure 1-14: View Document Type Selector

2. *Document List:* The selected documents display in a column (Figure 1-15). Each entry displays the document's name, departure date, TANUM (if available), current status, action buttons (e.g., **View**, **Edit**, **Amend**), and an **Options** icon that allows you to **Print** or **Remove*** a document (Figure 1-15, red highlight).

***Note:** **Remove** is only available for documents in a **CREATED** status.

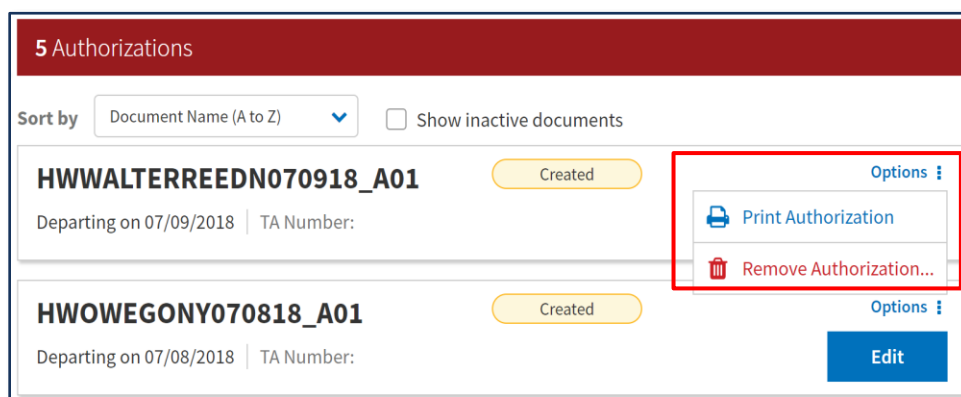


Figure 1-15: Document List

3. **Document Creation:** A **Create New Document** function (Figure 1-16) allows you to build a new **Routine TDY Trip**, **Voucher**, **Local Voucher**, or **Group Authorization**.

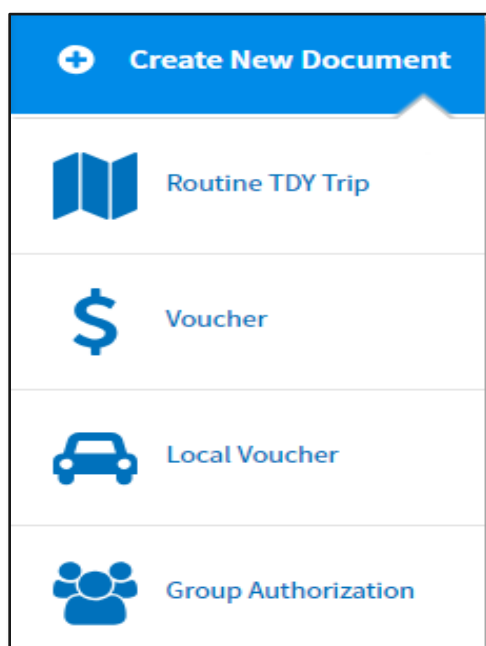


Figure 1-16: Create New Document Options

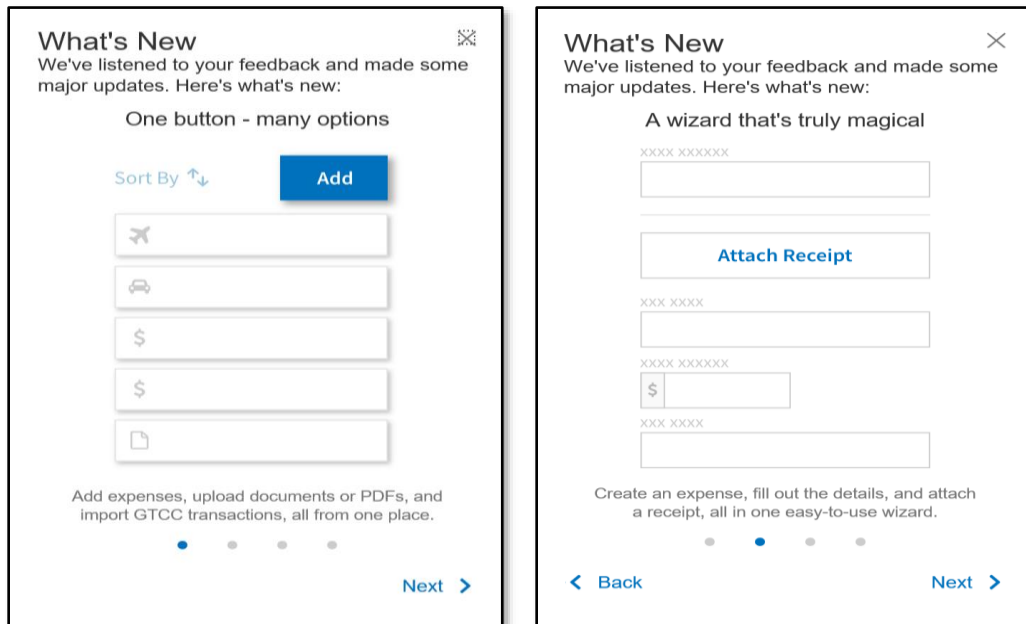
4.6 What's New Feature

DTS provides a **What's New** feature alerting you when software changes occur. After a system update, the first time you access an affected module, the **What's New** feature activates. You readily receive a series of pop-up screens annotating any revisions. Once you proceed through the overview, you must select Got It to close the messaging. Your personal profile tracks your acknowledgement and then the **What's New** feature inactivates. As this a one-time alert, unless there is another system change, you will not see the **What's New** alert again.

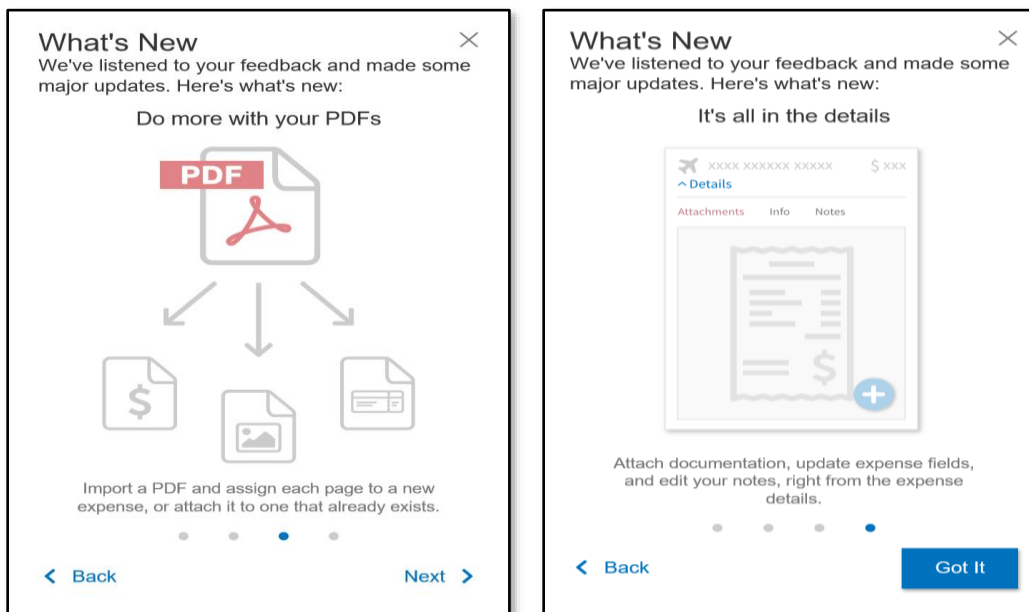


Note: If you have multiple personal profiles, each one will receive the **What's New** communication, requiring your acknowledgement. Section 5, **Using Multiple Profiles** explains how to reset and log into DTS, when you have more than one profile.

Here is an example of what you might see on the **What's New** featured screens (e.g., expense and document attachment) (Figure 1-17a-d).



Figures 1-17a-b: What's New Screens – Expenses / Attaching Files Featured



Figures 1-17c-d: What's New Screens – Expenses / Attaching Files Featured

Chapter 5: Using Multiple Profiles

If you are a DoD civilian employee and you are also a member of the Reserves or National Guard, or if you serve administrative roles for DTS organizations in different hierarchies, you may need multiple DTS profiles. For those who have multiple profiles, the **DTS Dashboard** screen will display a **Reset Profile** button in the **Login Information** menu. As seen in Figure 1-9b, you can reset your profile.

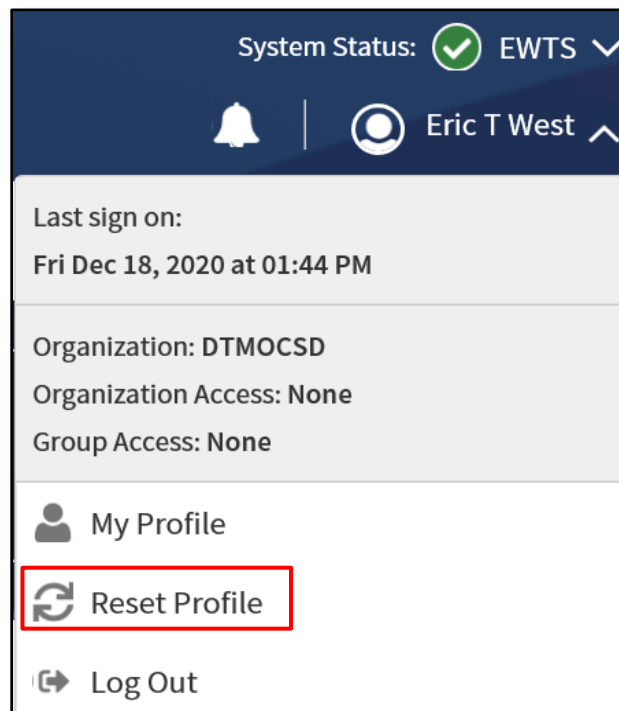


Figure 1-9b: DTS Dashboard – Login with Reset Profile Option

If you are using Profile #1 and want to continue using Profile #1, log out of DTS without hitting **Reset Profile**. When you log back into DTS, the **DTS Dashboard** for Profile #1 automatically displays.

If you need to access a different profile:

- When you are ready to log out of DTS, select **Reset Profile** to deactivate your current profile (Profile #1 in this example) and log you out of DTS.
- When you log back into DTS, the system will see that you have no active profile and launch the **Activate Account** screen (Figure 1-2).

Activate Account

It looks like this is your first time logging into DTS. Your user account needs to be activated before you can create travel documents.

Social Security Number

Verify Social Security Number

☐ **Member of the Reserves/National Guard**

[Cancel](#) **Activate Account**

New to DTS? [Click here to register for an account](#)

Figure 1-2: Active Account Screen

To activate an alternate profile or Profile #2, enter the SSN associated with that profile twice, then place a check in the **Reserve/National Guard** box if you need to access a profile under a **Reserve/National Guard** organization; otherwise, don't check the box. When you select **Activate Account**, DTS activates the profile associated with Profile #2 SSN and opens the **DTS Dashboard** for that profile.

Chapter 6: Document Lock

When you perform any action altering a document, DTS locks the document to prevent others from creating modifications to it simultaneously. The document lock applies to all document types (i.e., authorizations and vouchers).



Important: Select **Home** at the top of the DTS screen to exit a trip and return to the **DTS Dashboard**. Using the browser's "X" button causes DTS to lock the document for 30 minutes or until a DTA manually unlocks it.

DTS locks travel documents when they are open in an editable mode, including:

- Manual processing, such as:
 - Initial creation
 - Adjustments and amendments
 - Reviews and approvals
- Electronic processing, such as document:
 - Reservation processing by the Travel Management Company (TMC)
 - Document being removed
 - Document being cancelled
 - Reservations in document being auto-cancelled

Note: Viewing, printing, opening via **Read Only Access (ROA)**, performing certain **Import/Export (I/E)** options, or when interacting with the **DTS Payment** module will not lock the document.

A document can unlock when the following occurs:

- The person who locked the document:
 - Leaves the document inactive for 30 minutes
 - Closes the document properly
 - Allows their DTS session to time out
 - Logs off DTS
- A DTA uses the Document Lock Tool to unlock the document

DTS provides information regarding documents in a locked status:

1. If you try to open a locked trip, DTS informs you that you can't and displays who locked the trip.
2. When a DTA unlocks your document, DTS alerts you of the action.
3. When a DTA unlocks a document, the person who had it locked gets an email on who unlocked it, and warns that unsaved changes have been lost.

Chapter 7: Logoff Instructions

Remember to logoff DTS when you complete all travel related actions.

1. The best way to close an open DTS document is to select **Home** at the top of the screen to return to the **DTS Dashboard**.
2. To exit DTS, select your name at the top of the **DTS Dashboard** and then select **Log Out** on the drop-down menu. DTS provides a **Confirm Log Out** screen (Figure 1-18).
3. Select **Log Out**. A confirmation displays (Figure 1-19).

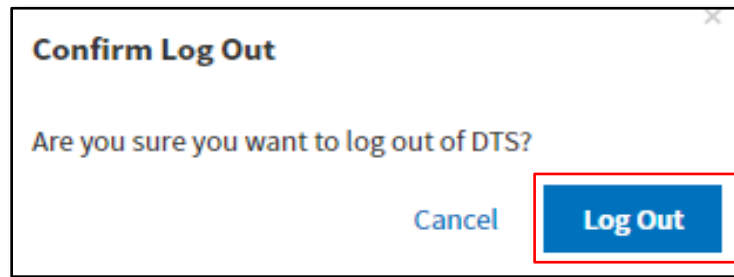


Figure 1-18: Confirm Log Out Screen

4. Select **Close Window** to exit the browser.



Figure 1-19: Log Out Successful Screen

Chapter 8: Additional Resources

8.1 Component Representatives

Your Component Representatives can provide more information on DTS and specifics on your local business rules. You can find contact information on the DTMO website for your DTS [Component Representatives](#). This information is also available by selecting the [Contacts: DTS Service/Agency Offices](#) link at the bottom, left side of the [DTS Home](#) page.

8.2 Helpful References

[Travel Explorer \(TraX\)](#) provides a variety of on-demand **Web-based Trainings (WBTs)** and two **Distance Learning (DL)** scheduled classes. The DTMO publishes numerous practical manuals, guides, and tri-folds that clarify the different aspects of official travel. The charts below provide a sampling of materials. For a complete listing of available resources, check the [Training Search Tool](#).

GUIDES	
Title	URL
DTS Guide 1: Getting Started	https://media.defense.gov/2022/May/11/2002995242/-1/-1/0/DTS_GUIDE_1_OVERVIEW.PDF
DTS Guide 2: Authorizations	https://media.defense.gov/2022/May/11/2002995241/-1/-1/0/DTS_GUIDE_2_AUTHORIZATION.PDF
DTS Guide 3: Vouchers	https://media.defense.gov/2022/May/11/2002995240/-1/-1/0/DTS_GUIDE_3_VOUCHER.PDF
DTS Guide 4: Local Vouchers	https://media.defense.gov/2022/May/11/2002995239/-1/-1/0/DTS_GUIDE_4_LOCAL_VOUCHER.PDF
DTS Guide 5: Group Authorizations	https://media.defense.gov/2022/May/11/2002995238/-1/-1/0/DTS_GUIDE_5_GROUP_AUTHORIZATION.PDF
Desktop Guide for Authorizing Officials	https://media.defense.gov/2021/Nov/08/2002889466/-1/-1/0/AO_CO_GUIDE.PDF

OTHER RESOURCES	
Title	URL
DTS Overview Information Paper	https://media.defense.gov/2022/May/11/2002995237/-1/-1/0/DTS_BACKGROUND_INFORMATION_PAPER.PDF
Import/Export Trifold Information Paper	Trifold: https://media.defense.gov/2022/May/13/2002996906/-1/-1/0/TRIIEAUTH.PDF Information Paper:

OTHER RESOURCES	
Title	URL
	https://media.defense.gov/2022/May/12/2002995644/-1/-1/0/IMPORT_EXPORT_INFORMATION_PAPER.PDF
Dependent Travel Information Paper	https://media.defense.gov/2021/Nov/08/2002889431/-1/-1/0/DEPENDENT_TRAVEL_INFORMATION_PAPER.PDF
*Adjustments & Amendment Trifolds Information Paper	Update Authorization Trifold: https://media.defense.gov/2022/May/13/2002996882/-1/-1/0/UPDATINGITINERARYAUTH.PDF Update Voucher Trifold: https://media.defense.gov/2021/Nov/08/2002889408/-1/-1/0/VOUCHER_FROM_AUTHORIZATION.PDF Information Paper: https://media.defense.gov/2022/May/12/2002995780/-1/-1/0/ADJUSTMENTS_AND_AMENDMENTS_INFORMATION_PAPER.PDF
Self-Approving Official Information Paper	https://media.defense.gov/2022/May/13/2002996899/-1/-1/0/SELF-APPROVING_OFFICIAL_INFORMATION_PAPER.PDF
Foreign Military Sales Information Paper	https://media.defense.gov/2021/Nov/08/2002889202/-1/-1/0/FOREIGN_MILITARY_SALES_INFORMATION_PAPER.PDF
*Constructed Travel Worksheet (CTW) Home page Pre-Travel and Post-Travel Worksheets: Pre-Travel and Post-Travel Worksheet Guides Information Paper	CTW Home page: https://travel.dod.mil/Programs/DoD-Travel-Systems/Constructed-Travel/ Pre-Travel and Post-Travel Worksheets: https://media.defense.gov/2022/Jun/01/2003009908/-1/-1/0/PRE-TRAVEL-WORKSHEET.PDF https://media.defense.gov/2022/Jun/01/2003009905/-1/-1/0/POST-TRAVEL-WORKSHEET.PDF Pre-Travel and Post-Travel Worksheet Guides: https://media.defense.gov/2022/Jun/01/2003009902/-1/-1/0/PRE-TRAVEL-WORKSHEET-GUIDE.PDF https://media.defense.gov/2022/Jun/01/2003009907/-1/-1/0/POST-TRAVEL-WORKSHEET-GUIDE.PDF Information Paper: https://media.defense.gov/2022/May/12/2002995645/-1/-1/0/CONSTRUCTED_TRAVEL_INFORMATION_PAPER.PDF
*Cancellation Procedures Trifold Information Paper	Trifold: https://media.defense.gov/2022/May/12/2002995647/-1/-1/0/CANCEL_A_TRIP_TRI-FOLD.PDF Information Paper:

OTHER RESOURCES	
Title	URL
	https://media.defense.gov/2022/May/13/2002996889/-1/-1/0/CANCELLATION_PROCEDURES_INFORMATION_PAPER.PDF
* Web-based training module is also available in Travel Explorer (TraX)	